

CITY OF TUPELO

Job Description

MECHANIC TECHNICIAN II

EXEMPT (Y/N): No	SALARY LEVEL:
LOCATION: Public Works Shop	SHIFT: 8-Hour
DEPARTMENT: Public Works	SUPERVISOR: Shop Foreman Maintenance Branch

SUMMARY

Perform skilled and unskilled jobs in the maintenance of city owned vehicles and equipment as directed by the supervisor. Perform onsite supervision of small groups of employees as well as repairing similar equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ☐ Examine, analyze, adjust, and repair all types of automotive vehicles and equipment such as:
 - ✓ Diagnose and repair batteries and charging systems on all city vehicles and equipment
 - ✓ Ability to perform Tune-Ups.
 - ✓ Replace components such as water pumps, alternators, starters, batteries, etc.
 - ✓ Ability to repair and/or replace tires.
 - ✓ Ability to perform service work.
 - ✓ Ability to install/remove defective parts on all types of automotive vehicles and equipment.
 - ✓ Diagnose and repair brake systems on all city vehicles and equipment.
 - ✓ Perform preventive maintenance on all types of automotive vehicles and equipment.
 - ✓ Diagnose and repair electrical systems on all city vehicles and equipment.
 - ✓ Fabricate, cut, and weld metal products.
 - ✓ Diagnose and repair ignition systems on all city vehicles and equipment.
 - ✓ Diagnose and repair cooling systems on all city vehicles and equipment.
 - ✓ Diagnose and repair fuel systems on all city vehicles and equipment.

- ✓ Remove engines and transmissions from all city vehicles and equipment.
- ✓ May be required to operate city vehicles.
- ✓ Diagnose and repair suspension systems on all city vehicles and equipment.
- ✓ Diagnose and repair air conditioning systems on all city vehicles and equipment.
- ✓ Perform other tasks and duties as determined by the supervisor.

SUPERVISORY RESPONSIBILITIES

The employee performs onsite supervision of small groups of employees while making any needed repairs.

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation, which does not create undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

- ☐ High School Diploma, Acceptable Equivalent (i.e. GED), or Vocational School.
- ☐ The individual needs to possess considerable knowledge of practice, methods, tools, materials used, and diagnosis and repair in the maintenance of automotive vehicles and equipment.

LANGUAGE SKILLS

- ☐ Ability to understand and follow oral and/or written instructions.

REASONING ABILITY

- ☐ Ability to apply basic logic or reason in routine and non-routine functions of operations, maintenance, and automotive work.
- ☐ Ability to implement and understand work hazards and applicable safety measures needed for the job.
- ☐ Ability to deal with non-verbal symbols.
- ☐ Ability to deal with abstract and concrete concepts to identify, evaluate, and repair all functions of automotive vehicles and equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- ☐ Maintain a valid Commercial Driver's License from the State of Mississippi.
- ☐ Technical training is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation, which does not create undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

- ☐ While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers to feel, and control and operate objects, tools or controls. The employee is routinely required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.
- ☐ The employee must routinely lift and/or move fifty (50) or more pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

STANDARD

- ☐ Employee will safely complete tasks within the required time specified for the task in compliance with the standards established from the automotive manufacturers specifications catalogued in All Data Software and Motor Manuals.
- ☐ Employee will complete the tasks within the requirements set by the Vehicle Maintenance Division Performance Rates Schedules.
- ☐ Employee will complete task with 85% accuracy and quality.
- ☐ Employee will safely and properly maintain all city tooling and equipment that is assigned to the employee or that is temporarily checked out to the employee.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation, which does not create undue hardship, maybe made to enable individuals with disabilities to perform the essential functions.

- ☐ While performing the duties of this job, the employee is routinely

exposed to all types of weather conditions and elements anytime (day or night), fumes, airborne particles, vibration from equipment, and moving equipment, machinery, or mechanical parts.

- ❑ Employee may encounter loud noises such as jackhammers, air powered tools, saws or large earth moving equipment. Employee may be subject to various types of chemicals and hazards. May be required to work around high voltage power sources to make needed repairs.
- ❑ Employee will safely and properly maintain all city tooling and equipment that is assigned to the employee or that is temporarily checked out to the employee.